## **Transportation Supervisor Monthly Checklist**

Month: Year: Name:	Yes:	N/A:	Comments:
GENERAL:			
Update website, student handbook, parent letter, driver manual, department forms.			
All complaints have been logged, investigated, shared with Director of Schools on time.			
Monthly shop inspection.			
Remove/add buses from THP Bus Inspection website.			
Make sure mechanic on-call schedule is set.			
Process any accidents (insurance, reports, body shop/garage, THP)			
Inspect turnarounds/stops that are new or have received complaints.			
Monthly transportation staff/mechanics meeting.			
Monthly board meeting. Prepare Notes.			
All transportation information in Skyward is up to date for upload to state website.			
Ensure state report is complete in July and let Dir. Of Schools know it needs to be signed off			
on and reported to the state by July 10.			
4 hours of annual transportation supervisor training logged (or Entry Level TS training)			
BUSES:			
Schedule bus inspections if needed.			
Check on Extended Use Buses inspection/payment/retirement schedule.			
All work orders are being filled out/turned in properly.			
All driver mechanical issues are being inspected/repaired.			
Randomly check buses for damage, cleanliness, fluids, tires, paperwork.			
All routes are up to date, a copy is on each bus, and all routes are less than 1.5 hours.			
All drivers have blank accident forms on bus (insurance report, rider information, sign-out)			
All drivers have emergency numbers and student contact information on bus.			
All new buses have a bumper sticker for safety reporting.			
All buses/vehicles have a key fob/tag/lock box.			
Bus conduct forms are being investigated and followed up on appropriately/timely.			
Pre/post trip inspection forms are filled out properly and turned in.			
Log all trips, process, notify driver, notify trip leader, obtain parking passes if needed.			
Prepare/Schedule in-service training for summer driver/monitor/sp.ed. asst.			
All Pre-K sign in/out logs are completed correctly.			

DRIVERS:		
Remove/Add drivers to/from PAAMS website.		
All drivers' license, physical, S-endorsements, background checks, MVRS, job applications,		
training records, evaluation reviews, complaints are up to date and filed appropriately.		
Random drug pool list is up to date.		
Random drug testing is completed.		
Schedule S-endorsement training.		
New driver's in house/off-site training and Entry Level Driver Training is complete.		
All drivers CPR and First Aid training is up to date.		
All drivers have evacuation forms and drills are conducted Aug, March.		
Complete driver observations (video, ride-along, follow-behind, school drop-offs).		
Complete employee evaluations.		
ACCOUNTING:		
Prepare budget request for upcoming year (Dec). Get quotes on anything needing to be		
added.		
Get printout on budget in July, Oct, Dec, Mar, June.		
Budget numbers are correct with bookkeeper.		
PO's are processed appropriately/timely.		
All quotes and receipts are being collected and processed.		
Vendor comparison sheets are complete.		
Check on parts, tires, lubricant, DEF, shop inventory.		
Check available fuel.		
Tire bids complete.		
New bus bids are complete.		
Check office supplies.		